DEPARTMENT OF CORRECTIONS

Policy Number:	**302.110**
Title:	**Prohibited Contact**
Effective Date:	**10/29/25**

PURPOSE: To prevent and address unwanted and/or inappropriate contact between incarcerated people and community members.

APPLICABILITY: All employees, incarcerated people/residents, and community members

DEFINITIONS:

Direct communication – contact between the incarcerated person/resident and another individual via mail, e-mail, o-mail, text, phone calls, or in-person contact.

Indirect communication – contact between the incarcerated person/resident and another individual through any third-party individual or organization/agency.

No contact directive – an administrative directive issued by the department of corrections that prohibits an incarcerated person/resident from having any direct or indirect communication with a specific individual or specific population.

PROCEDURES:

A. General Rules

1. An incarcerated person's/resident's contact with specific individuals may be restricted when there is a credible risk of harm, including intimidation, coercion, harassment, or grooming. These restrictions apply across all forms of communication.

2. Incarcerated people subject to contact restrictions must be notified in writing.

3. All relevant staff must be informed of the contact restrictions to ensure that all prohibited contact is effectively blocked, and any violations are promptly reported.

B. No-Contact Directives

1. A no-contact (NC) directive may be requested by community members who have been subjected to unwanted communication from an incarcerated person/resident or who express concerns regarding the possibility of such contact.
   a) Individuals may complete the No-Contact Directive Request Form (302.110A, attached and available on the DOC's public website). Completed forms may be submitted to victim services and restorative justice (VSRJ) via fax, e-mail, or U.S. Mail, or directly to the incarcerated person's caseworker.

   b) Alternatively, individuals may contact VSRJ or the incarcerated person's/resident's caseworker directly to request that a no-contact directive be issued.

c) The No-Contact Directive Request Form should never be shown to or given to the incarcerated person/resident.

2. Individuals may request a no-contact directive on behalf of their minor dependent children. If the incarcerated person/resident is the parent of the child, the request must be referred to VSRJ for review to determine whether a no-contact directive is appropriate.

3. When a no-contact directive is received:
   a) If VSRJ staff receive the request for a no-contact directive, the VSRJ staff must enter the directive information into the No-Contact tab in COMS, fill out the Directive with Names Only form (in COMS), and forward the directive to the caseworker to present it to the incarcerated person/resident for signature.

   b) If the caseworker receives the request for a no-contact directive, the caseworker must enter the directive information into the No-Contact tab in COMS, fill out the Directive with Names Only form there, and present the directive to the incarcerated person/resident for signature.

   c) If the incarcerated person/resident refuses to sign the directive, the caseworker must note the refusal on the form. The directive will be enforced whether the form is signed or not. The signed or refused form must be filed in ODocS.

   d) The caseworker may provide the incarcerated person/resident a copy of the Directive with Names Only and must notify VSRJ that the directive has been served.

4. VSRJ staff and/or the caseworker inform(s) the individual who requested the no-contact directive that the incarcerated person/resident is prohibited from contacting them directly or indirectly. If the incarcerated person/resident attempts any form of communication, the individual should be advised to report the incident to the caseworker.

5. No-contact directives remain in effect until either the incarcerated person/resident is released, or the requesting individual formally requests termination of the directive. The directive must stay in place for a minimum of six months.
   a) If a request for termination is submitted prior to the six-month minimum, it must be referred to VSRJ for evaluation to determine whether exigent circumstances justify early termination.

   b) No changes to the directive may be made until VSRJ completes their review and provides a formal recommendation.

6. To terminate a no-contact directive, the individual who originally requested the directive must contact either VSRJ or the incarcerated person's/resident's

caseworker. Any termination request received by VSRJ must be forwarded to the caseworker. Once the directive is formally terminated, the caseworker must inform the incarcerated person/resident.

7. A staff member may request the issuance of a no contact directive prohibiting an incarcerated person from contacting someone in the community. The request must be submitted in writing to the caseworker, with notice provided to VSRJ. VSRJ will evaluate the request to determine whether the issuance of a directive is necessary and appropriate.

C. Violations

1. Any contact after a no-contact directive is issued may result in disciplinary actions and, if necessary, criminal prosecution.

2. Individuals who receive unauthorized contact from an incarcerated person/resident should report the violation to the incarcerated person's/resident's assigned caseworker during regular business hours, or to the facility Watch Commander outside of business hours.

3. When staff become aware of an incarcerated person violating a no contact directive they should follow the procedures in policy 303.010, "Discipline" with notification to the incarcerated person's/resident's caseworker and VSRJ.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: 4.03a.13, 6.04.02, and 6.04.03

INTERNAL CONTROLS:

A. No-contact directives are retained electronically in ODocs/COMS

B. All signed and approved forms are scanned into ODocs. Other documents are retained in incarcerated person/resident files.

REFERENCES: Policy 303.010, "Discipline"

REPLACES: All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: No-Contact Directive Request (302.110A) (public pdf of 302.110A)

APPROVED BY:
Commissioner of Corrections